

**Chancellor Kenny Armstrong**  
**Part 3 of the Chancery Court of Shelby County**

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**Motions**

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**Motion Day:**

Every Friday morning at 9:00 a.m. unless otherwise posted. No dispositive motions, i.e., Motions for Summary Judgment, Motions to Dismiss or other motions which will last more than twenty minutes, are heard on the Friday motion docket.

**How to Set:**

Motions shall be scheduled electronically via the Chancery Court website by going to Room 308 of the Chancery Court Clerk's office and entering your motions on the computer provided at the counter. Also, you can schedule motions from your office at our website, [chancerycourt.shelbycountyn.gov](http://chancerycourt.shelbycountyn.gov).

**Form of Motions:**

As required by State and local rules, all motions should be in writing. Supporting memoranda should be submitted to the Chancellor's judicial clerk in accordance with Local Rule 10.

**Dispositive Motions:**

Dispositive motions and other motions which will take longer than 20 minutes will be specially set by the courtroom clerk. This can be in person or by conference call.

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**Entering Orders**

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**Consent Orders:**

Consent orders can be entered in open court prior to any session or left with the courtroom clerk and picked up later in the minute room attested copy box.

**Orders by Interchange:**

The Chancellor will only sign consent orders or emergency orders, i.e. TRO's by interchange.

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**Trial**

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**Jury Call:**

Chancery Court does not have a jury call. Jury trials are specially set by the Court. The attorneys should contact the courtroom clerk for a setting. All discovery and efforts to settle the case should be completed prior to requesting a trial date.

**Other Trials:**

When a case is ready for trial, the case should be placed on the Ten Day Rule Docket and the courtroom clerk will mail out a notice of setting the trial date. Pre-trial briefs are mandatory and must be submitted at least two weeks before the scheduled trial date.

**Status Conferences:**

Status conferences and scheduling orders are appropriate in complex litigation involving multiple parties and in jury cases.

**Scheduling Orders:**

Scheduling orders can be submitted by the attorneys for approval by the Court or pursuant to a status conference.

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**Miscellaneous**

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**Alternative Dispute Resolution**

ADR may be requested by motion or may be ordered by the Court if appropriate. ADR is mandatory prior to trial in contested divorce cases.

**Approaching the Judge**

The Court can be approached at all reasonable hours or by appointment.

**Pet Peeves**

Not striking motions or advising the Court in advance that the motion will not be heard on the date scheduled. Not advising the Court in a timely manner that a case set for trial has settled.

**Attire**

Professional attire for lawyers and standard courtroom attire for non-lawyers, i.e. not shorts or tank tops.

**Special Words to Pro Se Litigants**

Individuals are entitled to represent themselves, but it is not recommended. The law requires that represented and non-represented individuals be treated equally.

**Professionalism/Civility**

The Court is a proponent of the MBA "Guidelines for Professional Courtesy and Conduct" and expects attorneys to conduct themselves accordingly.

**Courtroom Clerk**

Tracy Askew (901) 222-3941

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